

## Aoyama, Joyce

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**From:** Aoyama, Joyce  
**Sent:** Wednesday, June 25, 2014 2:51 PM  
**To:** Vaupel, Claudia  
**Cc:** Kahlo, Meaghan  
**Subject:** RE: A few questions about schedule 218 records

Claudia,

If you would like, I can create a records series in Versatile for you. If you don't plan on sending them to the CRC, you don't need to create files for them. We can offer to import them into Versatile if you have a spreadsheet with the needed information.

I could make the annual file job easier if you process them this way. The other option is to list them all out at the end when it's time for destruction. I hope that makes sense. I'm cc'ing Meaghan since I'll be out of the office from tomorrow, returning on the 7<sup>th</sup>. Thanks!

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

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**From:** Vaupel, Claudia  
**Sent:** Wednesday, June 25, 2014 1:53 PM  
**To:** Aoyama, Joyce  
**Subject:** A few questions about schedule 218 records

Hi Joyce,

I have some transportation conformity related documents and they fall under EPA Records Schedule 218, which has a 4-year retention schedule. I was thinking that I should create a Versatile label for them. Do I need to do that? If not, no more questions and thanks!

If so, what should I select for the series ID because 218 isn't an option in the drop down menu (see below)?

These are documents that come in regularly, so I was thinking that I would have annual files and then destroy the file every 4 years. Does that sound OK?

Thanks,  
Claudia


**Record Series Inquire**


Company  
Department

- U.S. EPA REGION 10 - Production
  - AIR (/AI/)
    - ALASKA OPERATIONS OFFICE
    - CIVIL RIGHTS AND ENVIRONMENTAL JUSTICE
    - CRIMINAL INVESTIGATION DIVISION
    - ECOSYSTEMS, TRIBAL & PUBLIC AFFAIRS
    - ENFORCEMENT (/EN/)
    - ENVIRONMENTAL ASSESSMENT & MONITORING
    - ENVIRONMENTAL CLEANUP
    - EXECUTIVE OFFICE (/EO/)
    - FOIA (/FO/)
    - GRANTS ADMINISTRATION
    - IDAHO OPERATIONS OFFICE
    - OFFICE OF COMPLIANCE AND INSPECTION
    - OFFICE OF INSPECTOR GENERAL

Series ID	Title
-216A	Air Quality Management Files
-217A	State Implementation Plans - Record Copy
-217A1	State, Tribal and Federal Implementation Plans
-217B	State Implementation Plans - Non-record copies
-219A	Radon Action Files
-223A	Sampling & Analytical Data
-225A	Pesticides Facilities Files
-226A	Pesticides Imports Files
-227A	Toxic Substances Files

Records waiting for big bucket version or otherwise awaiting NARA approval.

Search:  

 Select

Claudia Vergnani Vaupel  
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Air Planning Unit  
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